



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 13

**Agenda Date:** August 29, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

8/29/2024 Annual Contracts

**SUMMARY:**

An ordinance awarding three contracts and one contract amendment to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$284,000 annually. This ordinance provides the procurement of the following items, as needed, and dependent on the department's available budget, for the term of the contracts:

- A. SA Smart Solutions, LLC for Disinfectant for Animal Care Services, \$77,000 annually (1 contract, Animal Care Services Department)
- B. EBSCO Information Services, LLC for Masterfile Complete & Consumerreports.org – San Antonio Public Library, \$150,000 annually (1 contract, San Antonio Public Library)
- C. Levrum, Inc. for Code3 Licensing and Maintenance, \$46,000 annually (1 contract, San Antonio Fire Department)
- D. Astrophysics Inc. for General Aviation FIS X-Ray Machine Preventive Maintenance and Warranty, \$11,000 annually (1 contract amendment, Aviation Department)

**BACKGROUND INFORMATION:**

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts allows the City to procure numerous different commodities in support of the normal daily operations.

Procured on the basis of low bid

A. SA Smart Solutions, LLC for Disinfectant for Animal Care Services, \$77,000 annually, upon award and remain in full force and effect for a three-year period, with 2, 1-year renewal options – will provide 1-step disinfectant cleaner utilized by the Animal Care Services Department to maintain a clean and healthy environment for animals and staff. SA Smart Solutions, LLC will deliver within fourteen days of receipt of purchase order.

Procured on the basis of Sole Source

B. EBSCO information Services, LLC for Masterfile Complete & Consumerreports.org – San Antonio Public Library, \$150,000 annually, September 1, 2024 through August 31, 2027, with two, one-year options – will provide an annual subscription for Masterfile Complete & Consumerreports.org for use in San Antonio Public Libraries. Masterfile will supply an online digital resource that offers patrons access to the collection of popular full text-magazines, reference books, and other highly regarded sources for the world's leading publishers. Consumer Report will provide online subscription that equips patrons to make educated decisions when purchasing a large number of products and services, including, but not limited to, vehicles, appliances, home and garden, electronics, travel, and financial services.

This contract is being procured as sole source according to the provisions of Texas Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements.

C. Levrum, Inc. for Code3 Licensing and Maintenance, \$46,000 annually, beginning October 1, 2024 through September 30, 2027, with two, one-year renewal options – will provide the San Antonio Fire Department with licenses and maintenance for the continued support for the Code3 Strategist software provided by Levrum, Inc. through a contract awarded in 2019 for the SAFD's Planning and Analytics Division. Code3 Strategist software included feature sets for modeling the effects of future growth and development on workload, evaluating potential deployment changes, and performing inferential analyses such as drawdown, unit substitution, and true unit workload. This new contract with Levrum, Inc. will provide for continued license, maintenance and support for Code3 Strategist software.

This contract is being purchased as a Sole Source according to the provisions of Texas Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor represents and warrants, with their signature on this RFO, that all items offered are considered a Sole Source.

Contract Amendment

D. Astrophysics Inc. for General Aviation FIS X-Ray Machine Preventive Maintenance and Warranty, \$11,000 annually, September 30, 2024 through September 30, 2029 – City awarded an

informal contract not to exceed \$50,000 to Astrophysics Inc. to provide an extended warranty which included maintenance and repair services for the X-Ray Inspection System (XIS) line in the San Antonio Airport Federal Inspection Station (FIS) building for the Aviation Department. The informal contract was awarded on August 16, 2019, and will expire on September 30, 2024. This amendment to the contract will allow the City to continue using Astrophysics Inc. to provide extended warranty for an additional five (5) year period through September 30, 2029.

Astrophysics Inc. is the manufacturer and sole source supplier and warranty service provider of the XIS line of X-ray inspection system in the United States. This contract was procured as sole source according to the provisions of Texas Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements.

## **ISSUE:**

These contracts represent a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

### **A. SA Smart Solutions, LLC for Disinfectant for ACS**

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

The recommended award is to the lowest responsive bidder, who is also a local business; therefore, application of the Local Preference Program was not required.

### **B. EBSCO Information Services, LLC for Masterfile Complete & Consumerreports.org – San Antonio Public Library**

This contract is exempt from competitive bidding and is excluded from the scope of the Small Business Economic Development Advocacy (SBEDA) program.

This contract is an exception to the Local Preference Program.

### **C. Levrum, Inc. for Code3 Licensing and Maintenance**

This contract is exempt from competitive bidding and is excluded from the scope of the Small Business Economic Development Advocacy (SBEDA) program.

This award is an exception to the Local Preference Program.

### **D. Astrophysics Inc. for General Aviation FIS X-Ray Machine Preventive Maintenance and Warranty-Amendment.**

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This contract is an exception to the Local Preference Program.

Regarding all the contracts listed in this memo, the Veteran-Owned Small Business Preference Program does not apply to good/supplies or non-professional services, so no preference was applied to these contracts.

#### **ALTERNATIVES:**

Should these contracts and amendment not be approved, City departments will be required to process individual Procurements for these items and services on an as needed basis and increased costs due to non-contract buying could be realized adversely affecting timelines of delivery.

#### **FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. Purchases made by the departments are as needed and dependent upon available funds within their adopted budget.

#### **RECOMMENDATION:**

Staff recommends the acceptance of these contracts and contract amendment submitted through this ordinance to provide the City with specified services on an annual contract basis.

These contracts were procured on the basis of low bid, sole source and amendment; therefore, a Contract Disclosure Form is not required.